

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA**

**PUBLIC NOTICE**

No. 6535/EB

Dated 03.09.2025

Applications are invited for filing up 25 posts of Clerk and 07 posts of Stenographer Grade-III (on adhoc basis), against vacant posts, initially for a period of six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, from eligible candidates on the prescribed Proforma (Annexure-B) along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. along with two passport size photographs (one to be affixed on the right upper side of the prescribed Proforma (Annexure-B). The applications must reach in the Office of "The District and Sessions Judge, Barnala" either by registered post or by hand on or before 25.09.2025 till 05:00 P.M. The details of the posts qualifications and eligibility criteria are as follows:-

| Post                                               | No. of Posts                                                                                                                                                                                                                                                                                                                                                                                                          | Pay                                                                                                                                                                                                                                                                                                                                                              | Qualification                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk<br>(Adhoc)                                   | <b>Total = 25</b><br>General- 6<br>General (Women)- 1<br>General (EWS)- 1<br>General (EWS) (Women)- 2<br>SC-Mazbi Sikh/Balmiki of Punjab- 2<br>SC-Mazbi Sikh/Balmiki (Women) of Punjab- 1<br>SC-Other (Men) of Punjab- 2<br>SC-Other (Women) of Punjab- 2<br>SC ESM (Men)- 1<br>BC (Men)- 1<br>BC ESM (Men)- 1<br>Sportsman-1<br>PHC of Punjab (Visual Disability)- 1<br>ESM (General) (Women)- 2<br>ESM (General)- 1 | Fixed monthly emoluments of Rs.29,200/- as per letter bearing No.1230 Spl/E.II/VI-I.B.4 (Pb.) 7-E dated 03.12.2024 of Hon'ble Punjab and Haryana High Court, Chandigarh, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and duly adopted by Hon'ble Punjab and Haryana High Court, Chandigarh. | The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet) |
| Stenographer Grade III/<br>Steno-typist<br>(Adhoc) | <b>Total = 07</b><br>General (Men)- 02<br>SC-Mazbi Sikh/Balmiki of Punjab-02<br>SC-Other (Men)- 01<br>ESM (Women)- 01<br>General EWS (Women)- 01                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                       |

**\*\*The Age of Candidate as on 01.09.2025 should be 18 to 37 years for General Category.**

**\*\*Age relaxation shall be applicable to the candidates belonging to reserved categories as per Punjab Government and Hon'ble High Court rules and instructions.**

The number of vacancies shown above are tentative and these may be increase or decrease in future due to administrative exigencies. **For detailed advertisement, application forms, Qualification, Selection Procedure etc., please visit recruitment page of our official website:- "<https://barnala.dcourts.gov.in/notice-category/recruitments/>." (Barnala Page).**

-Sd-  
**(B.B.S. Teji)**  
**District and Sessions Judge,**  
**Barnala.**

**Endst. No. 6536/EB**

**Dated 03.09.2025**

A Copy of the public notice along with detailed employment notice and application form is forwarded to the followings for information and necessary action:-

1. All the District & Sessions Judges in the State of Punjab (alongwith copy of detailed Advertisement) with the request to display this notice on the Notice Boards of their Courts;
2. All the Judicial Officers working in this Sessions Division to display this notice on the Notice Boards of their Courts;
3. The Deputy Commissioner, Barnala, with a request to get it displayed on the Notice Boards of his office and other offices of Punjab Government in District Barnala;
4. The Editor, The Tribune, Chandigarh and The Editor, Chardikala, Chardikala Marg, Patiala, with a request to publish the above mentioned notice in The Chardi Kala Newspaper on **05.09.2025** and send the copy of newspaper alongwith bill to this office, at the earliest;
5. The Employment Generation and Training Officer, Barnala (alongwith copy of detailed Advertisement) with the request to send applications of eligible candidates with list;
6. The System Officer/Assistant of this Sessions Division with the directions to upload the above public notice alongwith copy of detailed Advertisement on the official website i.e. <https://barnala.dcourts.gov.in/notice-category/recruitments/>.
7. Daftri of this office with a direction to display the notice on the Notice Board's of Judicial Court Complex Barnala.

-Sd-

**(B.B.S. Teji)**

**District and Sessions Judge,  
Barnala.**



## ANNEXURE-B

### APPLICATION PROFORMA

#### APPLICATION FOR THE POST OF \_\_\_\_\_ (CLERK OR STENOGRAPHER GRADE-III ON ADHOC BASIS) IN THE OFFICE OF DISTRICT & SESSIONS JUDGE, BARNALA

(Post applied for should be filled in the Blank column, in case not filled, application will be rejected.)

|    |                                                                             |  |                                    |
|----|-----------------------------------------------------------------------------|--|------------------------------------|
| 1  | Name (in Block Letters)                                                     |  | Recent Passport Size<br>Photograph |
| 2  | Father/Husband's Name                                                       |  |                                    |
| 3  | Date of Birth (Attach proof)                                                |  |                                    |
| 4  | Category (Attach proof for reserved category)                               |  |                                    |
| 5  | Nationality                                                                 |  |                                    |
| 6  | Communication Address                                                       |  |                                    |
| 7  | Contact No. (Mandatory)                                                     |  |                                    |
| 8  | Email Address                                                               |  |                                    |
| 9  | Whether passed Matriculation Examination with Punjabi as one of the subject |  |                                    |
| 10 | Educational Qualification                                                   |  |                                    |

| Name of Examination | Board/ University/ Equivalent Institution | Year of passing | Marks secured | Total Marks | % age of marks |
|---------------------|-------------------------------------------|-----------------|---------------|-------------|----------------|
| Graduation          |                                           |                 |               |             |                |
| Post-Graduation     |                                           |                 |               |             |                |
|                     |                                           |                 |               |             |                |

**NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.**

#### 11 Experience of Judicial Department

| Name of the Sessions Division | Post held | Period of Service* |    |
|-------------------------------|-----------|--------------------|----|
|                               |           | From               | To |
|                               |           |                    |    |
|                               |           |                    |    |

\* Attach Experience Certificate of Judicial Department.

#### **Declaration:-**

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected. I shall appear for the test at my own responsibility.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the Applicant**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA**

**EMPLOYMENT NOTICE**

**No. 6534/EB**

**Dated 03.09.2025**

Applications are invited for filing up 25 posts of Clerk and 07 posts of Stenographer Grade-III (on adhoc basis), against vacant posts, initially for a period of six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, from eligible candidates on the prescribed Proforma (Annexure-B) along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. along with two passport size photographs (one to be affixed on the right upper side of the prescribed Proforma (Annexure-B). The applications must reach in the Office of "The District and Sessions Judge, Barnala" either by registered post or by hand on or before 25.09.2025 till 05:00 P.M. The details of the posts qualifications and eligibility criteria are as follows:-

| Post                                                  | No. of Posts                                                                                                                                                                                                                                                                                                                                                                                                          | Pay                                                                                                                                                                                                                                                                                                                                                              | Qualification                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clerk<br>(Adhoc)                                      | <b>Total = 25</b><br>General- 6<br>General (Women)- 1<br>General (EWS)- 1<br>General (EWS) (Women)- 2<br>SC-Mazbi Sikh/Balmiki of Punjab- 2<br>SC-Mazbi Sikh/Balmiki (Women) of Punjab- 1<br>SC-Other (Men) of Punjab- 2<br>SC-Other (Women) of Punjab- 2<br>SC ESM (Men)- 1<br>BC (Men)- 1<br>BC ESM (Men)- 1<br>Sportsman-1<br>PHC of Punjab (Visual Disability)- 1<br>ESM (General) (Women)- 2<br>ESM (General)- 1 | Fixed monthly emoluments of Rs.29,200/- as per letter bearing No.1230 Spl/E.II/VI-I.B.4 (Pb.) 7-E dated 03.12.2024 of Hon'ble Punjab and Haryana High Court, Chandigarh, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and duly adopted by Hon'ble Punjab and Haryana High Court, Chandigarh. | The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet) |
| Stenographer<br>Grade III/<br>Steno-typist<br>(Adhoc) | <b>Total = 07</b><br>General (Men)- 02<br>SC-Mazbi Sikh/Balmiki of Punjab-02<br>SC-Other (Men)- 01<br>ESM (Women)- 01<br>General EWS (Women)- 01                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                       |

**\*\*The Age of Candidate as on 01.09.2025 should be 18 to 37 years for General Category.**

**\*\*Age relaxation shall be applicable to the candidates belonging to reserved categories as per Punjab Government and Hon'ble High Court rules and instructions.**

Posts will be filled up on the basis of following Qualifying Criteria : -

| FOR THE POST OF CLERK                                                                                                                                  |            |                  | For the post of<br>Stenographer Grade III/<br>Steno-typist                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The applicant shall have to take a written examination as per following details                                                                        |            |                  | The candidate should pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets). |
| Subject                                                                                                                                                | Max. Marks | Qualifying Marks |                                                                                                                                                                                                 |
| English Composition                                                                                                                                    | 50         | 33%              |                                                                                                                                                                                                 |
| General Knowledge                                                                                                                                      | 50         | 33%              |                                                                                                                                                                                                 |
| Out of Candidates who qualify the written examination, the number of candidates as decided by this Office may be called for Computer Proficiency Test. |            |                  |                                                                                                                                                                                                 |



Venue and schedule test will be notified later on the website of this office i.e. "<https://barnala.dcourts.gov.in/notice-category/recruitments/>." (Barnala Page). No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

**NOTE:-**

- \* **The Number of above said posts may increase or decrease due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. Any such change will be notified on official website of this Office "<https://barnala.dcourts.gov.in/notice-category/recruitments/>." (Barnala Page).**
- \* Preference for appointment to the post of Clerk on an adhoc basis, shall be accorded to Candidates possessing prior experience, as a Clerk, within the Judicial Department, subject to the production of such Experience Certificate and condition that no adverse remarks have been recorded against the candidate by the said Judicial Department.
- \* Preference for appointment to the post of Stenographer on an adhoc basis, shall be accorded to Candidates possessing prior experience, as a Stenographer, within the Judicial Department, subject to the production of such Experience Certificate and condition that no adverse remarks have been recorded against the candidate by the said Judicial Department.
- \* The reservation policy shall be followed as per the norms fixed by Punjab Government as well as Hon'ble Punjab & Haryana, High Court, Chandigarh.
- \* The posts of reserved category may be offered to the candidates of General Category in case no suitable candidate from the reserved category is found available.
- \* Candidate belonging to reserve category will have to attach a copy of valid certificate issued by the authorities concerned along-with the application form (Annexure-A) otherwise their applications shall be treated as General category.
- \* Merely fulfillment of the eligibility criteria will not confer any right to appointment. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria mentioned therein the advertisement.
- \* While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/ herself as per criteria of the concerned board/university/equivalent institution and copy of the said criteria should also be enclosed with the application form.
- \* The candidates are advised to attach only relevant documents with the application form (Annexure-B) at the time of submission of the same. The incomplete and incorrect application forms and those which are not in prescribed proforma shall be rejected summarily without any notice.
- \* Applications received after 05:00 PM on 25.09.2025, either by registered post or otherwise shall not be entertained.
- \* In case any of the candidate is to apply for more than one post, he/she will have to submit separate application to each of the post completing all the requirement.
- \* All the candidates must bring original testimonials with them at the time of interview. No T.A/D.A will be given to the candidates appearing for the test/interview.
- \* A written test (English composition and General Knowledge) and computer proficiency test will be conducted for the posts of Clerk (on adhoc basis). A shorthand and computer proficiency test for the post of Stenographer Grade-III (on adhoc basis) will be conducted. Venue and schedule of the tests/interview will be uploaded on the official website of this Sessions Division later on. No separate call letter will be issued, in this regard.

-Sd-  
(B.B.S. Teji)  
District and Sessions Judge,  
Barnala.